



Office of Administrative Hearings Privacy Notice

Overview

The Office of Administrative Hearings (OAH) holds hearings for people who have a dispute with a state or local agency. We schedule hearings quickly and make the hearing process accessible.

The hearing process requires the collection and use of personal information. Personal information means information about a person that is readily identifiable to that specific individual.

Collection and Use

OAH limits the collection, use, and disclosure of personal information to what is reasonably necessary to carry out our mission. We collect the minimum amount of personal information required to perform agency operations.

OAH processes personal information in order to conduct hearings. Referring agencies and case participants provide personal information to OAH in various ways, such as by telephone, mail, secure file transfers, and our participant portal. We use personal information to contact parties about their case, hold hearings, evaluate evidence, issue decisions, and for case administration.

The types of personal information we receive depends on the type of case. Most cases require contact information such as names, phone numbers, addresses, and email addresses. Some cases require additional personal information such as birth dates, social security numbers, medical information, or financial information.

Sharing

Referring agencies may only access the personal information in their own caseloads. We do not share personal information with others unless required by law or authorized by the individual. OAH does not sell personal information.

Retention and Deletion

OAH retains personal information for the minimum period of time required by law or business need. We follow the records retention schedules published by the [Washington State Archives](#). Documents are automatically deleted from our case management system two years after the closure of a case.

Security

OAH is committed to safeguarding the privacy and confidentiality of personal information. We take steps to safeguard the integrity of our data and prevent unauthorized access to information. We adhere to the security standards adopted by [Washington Technology Solutions](#).

Correcting Personal Information

You can access personal information OAH maintains about you by contacting the OAH Privacy Officer. We will do our best to correct factual errors in your personal information if you send us a written request that clearly shows the error. We will take reasonable steps to verify your identity before granting access or making corrections.

Contact information

Office of Administrative Hearings Privacy Officer
PO Box 42488
Olympia, WA 98504-2488
Phone: 360-407-2700
Fax: 360-664-8721
Email: publicrecords@oah.wa.gov